

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110106-8

REPORTS INVENTORY				CONTROL NO.																					
PREPARE IN DUPLICATE				DDS/OF-171																					
1. TITLE OF REPORT (If a fill-in report include Form No.) Account No. 1422, Advances to Projects (not subsidy)				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING																					
3. FUNCTIONAL AREA <table border="1"><tr><td>PERSONNEL</td><td>TRAINING</td></tr><tr><td>LOGISTICS</td><td>SECURITY</td></tr><tr><td>MEDICAL</td><td>X FINANCE</td></tr></table>					PERSONNEL	TRAINING	LOGISTICS	SECURITY	MEDICAL	X FINANCE															
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4. NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 14																					
7. FORMAT (memorandum, form computer print-out, etc) Machine Listing		8. ADP PROCESSING <table border="1"><tr><td>X YES</td><td>IF YES GIVE ADP PROCESSING NO. Job: 212, Prog: A-5-N</td></tr><tr><td>NO</td><td></td></tr></table>		X YES	IF YES GIVE ADP PROCESSING NO. Job: 212, Prog: A-5-N	NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT																	
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NO																									
10. PREPARING COMPONENT (include lowest level contributing information to report) Accounts		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)																							
<p align="center">12. COST FACTORS</p> <p align="center">A. MANUAL PREPARATION AND REVIEW COSTS</p> <table border="1"> <thead> <tr> <th>GRADE</th> <th>HOURLY RATE</th> <th>X HOURS PER REPORT</th> <th>= COST PER REPORT</th> <th>X TIMES PREPARED</th> <th>= COST PER YEAR</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$104.84</td> </tr> <tr> <td colspan="6">Pro rata share of review, analysis and distribution time.</td> </tr> </tbody> </table> <p align="center">B. COSTS OF COMPUTER PRODUCED REPORTS</p> <table border="1"> <tbody> <tr> <td>41 pages x 4 cys = 164 pages x 3¢ = \$4.92 x 12 times =</td> <td>\$59.04</td> </tr> </tbody> </table> <p align="right">TOTAL COSTS PER YEAR \$22.04 \$ 163.88</p>						GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR						\$104.84	Pro rata share of review, analysis and distribution time.						41 pages x 4 cys = 164 pages x 3¢ = \$4.92 x 12 times =	\$59.04
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13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.																									
<p align="center">14. FUTURE GOALS</p> <p>GOAL PROPOSED BY COMPONENT FOR THIS REPORT</p> <table border="1"> <tr> <td>RETAIN AS IS</td> <td><input type="checkbox"/> OTHER (explain)</td> </tr> <tr> <td>CHANGE</td> <td></td> </tr> <tr> <td>DISCONTINUE</td> <td></td> </tr> </table>						RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	CHANGE		DISCONTINUE															
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				MAN-HOURS	DOLLARS																				
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110106-8			18. EXTENSION																				